



CITY OF KIRKLAND

PARKS AND COMMUNITY SERVICES DEPARTMENT

North Kirkland Community Center, 12421 103rd Ave NE, Kirkland, WA 98034
425- 587-3350; 425-587-3354 fax; www.ci.kirkland.wa.us

NORTH KIRKLAND COMMUNITY CENTER RENTAL APPLICATION

****Note: Application must be submitted to NKCC at least one month prior to requested date****

Request: ☐ Multipurpose Room, approx. 50'x70'/Kitchen
(245 MAX) 3 hour minimum rental

☐ Classroom 1
(35 MAX)

Day & Date of Event: _____ Start Time: _____ End Time: _____

Type of Event: _____ Total # of People Expected: _____

Specify Activities and Type of Equipment to be used: _____

Will beer or wine be served? YES ☐ NO ☐ If yes, Banquet Permit and Insurance will be required
(see next page, number 5.)

Name of Organization or Group: _____

Contact Person: _____ Telephone: (____) _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Alternate Contact: _____ Telephone: (____) _____

INSURANCE:

The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its member, or those attending the event. If applying organization is required to be covered by bodily injury and property damage liability insurance, they are responsible for obtaining said insurance. If "required," attach proof of insurance.

AGREEMENT:

The undersigned hereby makes application to the City of Kirkland (City) for use of the North Kirkland Community Center and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland and Kirkland Community Center. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland Parks and Community Services Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above. **Policies and guidelines on the reverse side of this form are a part of the agreement.**

Applicant Signature: _____ Date: _____

(THERE IS NO ACCESS TO THE FACILITY OUTSIDE OF THE ABOVE NOTED HOURS)

PARKS AND COMMUNITY SERVICES USE ONLY

APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>		RENTAL CONTRACT #		#
BY: _____		RENTAL FEE		AMOUNT
ALCOHOL BANQUET PERMIT REC'D: _____		____ hrs. @ \$____/hr.		
INSURANCE CERTIFICATE REC'D: _____		____ hrs. @ \$____/hr.		
COMMENTS: _____		Other: _____		
RENTAL STAFF: _____		Damage Deposit: _____		
STAFF CONFIRMED BY: _____		TOTAL DUE:		
RENTAL/DAMAGE DEPOSIT REFUND?		Payment	Date	Amount
REFUND DATE: _____ AMOUNT: _____				
CREDIT CARD: _____				

NKCC RENTAL POLICIES

GENERAL PROVISIONS

1. The principal purpose and priority use of the North Kirkland Community Center is for City of Kirkland programs and activities. When not in use for City sponsored activities, the community center will be made available for use by community groups and individuals on a first-come, first-served basis.
2. Use of the facility for commercial purposes or activities that involve fundraising, advertising, promoting, or selling of merchandise or services will not be allowed. In addition, business meetings or seminars shall not involve an admission fee or tuition, nor be advertised as being open to the general public.
3. At no time will any rental function occur past 11:00 pm. Rental hours reserved must be consecutive and must include time for your setup, decorating, delivery of supplies, and cleanup.
4. Smoking is strictly prohibited within 25 feet of the building. No live amplified music, candles, or open flames allowed. Do not throw rice, birdseed, or confetti inside or outside the building. Any infraction will result in full loss of the damage deposit.
5. If alcohol will be served at the event, be advised of the following policies and procedures:
 - **It is illegal to serve liquor to anyone under the age of 21.**
 - The sale of alcohol is not permitted.
 - Alcohol service is limited to beer and wine only. Beer kegs and hard liquor are not allowed.
 - Alcohol must be served in the multipurpose room only.
 - A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Kirkland a minimum of 30 days prior to the event.
 - The renter is responsible for the conduct and behavior of drinking guests.
 - It is recommended that alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
 - The City will determine the appropriate staffing level required for the event. If additional staff is deemed necessary, a fee of \$15 per hour will be added to the rental charges.
 - Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.

****If serving alcohol, the following 2 documents are required:**

- State of Washington Banquet Permit

This permit can be obtained from a local State of Washington liquor store. Submit a photocopy of the approved permit a minimum of 30 days prior to your event. Keep the original to post at the facility during the event.

- Certificate of Insurance

Additional insurance is required for events serving alcohol by 30 days prior to your event, contact your insurance agent for this document. This document provides proof the insurance policy has been endorsed to contain that the renter's insurance coverage shall be primary insurance as respects the City of Kirkland. Contact your insurance agent for this document.

Submit an insurance certificate with the Facility Use Request, listing the following:

- Alcohol Liability
- \$2,000,000 General Aggregate, \$1,000,000 per person, per incident
- City of Kirkland listed as additionally insured
- Date, time and location of the event

These documents must be submitted 30 days prior to the event; failure to submit permit and insurance will result in cancellation of your event. If insurance coverage can not be obtained through a private carrier, contact Washington Cities Insurance Authority at (206) 575-6046. All requests made through WCIA must be done at least 30 days prior to the date of the event.

RENTAL RATES AND DEPOSIT INFORMATION ON NEXT PAGE

6. **A rental/damage deposit must be submitted at time of application for rental of the Multipurpose room.** The remaining rental fee is due not less than one (1) month prior to the rental date. All applicants must be at least 18 years of age and present throughout the entire use of the facility. The person signing the request form will be considered the responsible party in case of damage, theft, or disturbance during facility use. All minors must have adequate adult supervision.

****The City of Kirkland reserves the right to require a rental/damage deposit for meeting room rentals based on the nature of the activities.**

7. Rental Rates	Resident	Non-Resident	Rental/Damage Deposit
Multipurpose Room-3 hr minimum	\$80/hr	\$100/hr	\$300 (no alcohol) \$500 (with alcohol)
Classroom	\$25/hr	\$35/hr	

OVERTIME IS CHARGED AT 1.5 TIMES THE HOURLY RENTAL RATE, DEDUCTED FROM THE DEPOSIT

8. Reservations will be accepted from one (1) to nine (9) months in advance with payment of the damage deposit. The remaining rental fee is due not less than one (1) month prior to the rental date.
9. Reservations will be approved after the completed application form is received. Your reservation is not final until you have received written confirmation.
10. **No changes to rental hours are allowed within one month of the rental date.**

Cancellations/Refunds

With 3 months notice:	100% of fees paid will be refunded, less a \$15 cancellation fee.
With 1 month notice:	50% of fees paid will be refunded.
With less than 1 month notice:	No refund.

11. You must sign a rental checklist before you leave the facility in order to have your deposit returned. Rental/damage deposits will be fully reimbursed if cleanup is acceptable, no damage is noted to the facility or equipment, all policies have been followed, and you are out of the building at the end of the rental time. **Renters staying past rental time are charged at 1-1/2 times the rental rate.** Allow 3 weeks for the deposit refund to reach you if paid by check or cash. Visa or MasterCard deposits get refunded within 1-2 business days.

GUIDELINES FOR RENTERS

1. There are 20 six-foot folding tables and 175 chairs available for large events in the multipurpose room. The maximum capacity of the multipurpose room is 245 people. The meeting room holds a maximum of 35 people.
2. The renter is responsible for setting up and taking down folding tables, and for returning tables and chairs to their original location. Furniture is for indoor use only.
3. Kitchen rentals include the use of the refrigerator, convection oven, microwave, and dishwasher. There is no freezer.
4. No food or beverages are allowed in meeting rooms.
5. All food, decorations, and supplies brought into the center by renters are to be removed by the end of the rental period. You must leave the room(s) arranged as you found them.
6. All decorations must be flame-proof or fire retardant. Decorations must be applied with masking tape only, and may not be hung from light fixtures, ceilings, heat detectors, or emergency lights.
7. If the building is not open at the time you reserved, verify start time on your receipt, and then contact police non-emergency at (425) 577-5656. A facility attendant will be dispatched.